



UNIT #: \_\_\_\_\_

### KEY FOB / ACCESS DEVICE REGISTRATION FORM

FOB and Access Cards to Midtown Alexandria Station are important aspects of the security of the building. In order to maintain record accuracy and security of the building, the Association, through the Management Office, conducts periodic reviews of FOB and Access Card ownership and/or possession. Please complete this form and return it to the Management Office. FOBs and Access Cards that are not verified to be in the possession of an owner or resident is subject deactivation without notice.

Per Policy Resolution 08-03 (Building Access Device Registration, Issuance and Use), the following guidelines are in force regarding FOBS and Access Cards:

- FOBS and access cards can only be issued to current owners and residents of Midtown Alexandria Station. Tenants will only be issued access devices or replacement devices if the tenant's current lease and lease addendum are on file with the Management Office.
- Each access device is the sole responsibility of the person to whom the device is registered.
- FOBs and access cards may be purchased for \$75 each with a maximum of six devices per unit.
- It is the owner or resident's responsibility to report lost or stolen access devices to Management. The lost or stolen device may be replaced for \$75. The lost or stolen device will be immediately deactivated.
- FOBS and Access Cards that are inoperable and returned to the Management Office may be replaced for a discounted rate of \$50 per device.
- If Management has a reasonable belief that an access device is being used fraudulently, not by a unit owner or resident, or guest of the unit owner or resident, they may deactivate the device without notice.

Date: \_\_\_\_\_

Unit Owner's Name(s): \_\_\_\_\_

Home Phone.: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email(s): \_\_\_\_\_

Tenant's Name(s) (if applicable): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email(s): \_\_\_\_\_

#### **Access Device Serial Numbers** *(Printed on the back of the Access Card and on the label of the FOB)*

1) Device #: \_\_\_\_\_ 2) Device #: \_\_\_\_\_

3) Device #: \_\_\_\_\_ 4) Device #: \_\_\_\_\_

5) Device #: \_\_\_\_\_ 6) Device #: \_\_\_\_\_